

**MEMORANDUM OF UNDERSTANDING**  
**Longview Independent School District and Texas Tech University**

This Memorandum of Understanding (“MOU”) is between Longview Independent School District (“LISD”) and Texas Tech University (“TTU”) on behalf of TTU K-12 and entered into on June 1, 2019 or the date of last signatures, whichever is later (the “Effective Date”). LISD and TTU may be referred to throughout individually as a “Party” or collectively as “Parties.”

**WITNESSETH**

WHEREAS, the Parties agree to work together in serving the educational needs of the Longview community; and

WHEREAS, TTU K-12, (“TTU K-12”), a Texas Education Agency accredited online elementary school, middle school, and high school and LISD agree to partner to supplement LISD students’ curricular needs; and

WHEREAS, TTU has agreed to staff an area liaison position to be located on the LISD’s campus (Longview High School); and allow purchase of TTU K-12 courses (“Course(s)”) and credit by exams (“CBEs”); to supplement LISD course offerings.

NOW THEREFORE, for adequate consideration, the Parties agree to the following conditions and responsibilities:

**I. RESPONSIBILITIES OF LISD**

**LISD will:**

1. Offer Courses to supplement LISD’s full-time students’ curricular needs.
  - a. Adhere to all requirements set forth by TTU K-12 Policies.
  - b. Pay invoices sent monthly for all Course purchases based on the TTU K-12 Fee Schedule posted online at <http://www.depts.ttu.edu/k12/about-ttu-k12/about-us/tuition-fees/>
  - c. Provide all demographic information for each student registering to access online Courses.
  
2. Provide office space to TTU staff on one of LISD campus buildings preferably the LISD High School campus.
  - a. Provide appropriate keys or key card for access to building and assigned office space.
  - b. Provide TTU staff a computer, printer, and phone with unlimited phone usage.

- c. Provide a standard set of furniture for the staff member (i.e., desk, guest chairs, office chairs, and bookshelves).
  - d. Provide meeting and event space to TTU upon its reasonable request, including use of conference rooms, Learning Technology Center, and other academic common areas for recruiting and educational purposes.
3. Allow students from surrounding school districts access to TTU staff.
  4. Agrees that, subject to the Texas Public Information Act and any other applicable law, it will not publicize this MOU or disclose, confirm, or deny any details of this MOU to third parties, or use TTU's name or protected marks without TTU's prior express written approval.

## **II. RESPONSIBILITIES OF TTU**

### **TTU will:**

1. Provide online Courses and CBEs for students enrolled in the LISD, inclusive of all services that routinely accompany the Courses.
2. Establish a procedure to facilitate Course ordering and payment through use of an LISD account payable upon receipt of applicable invoices.
3. Submit final grade report to the LISD counselor of students' Course completions.
4. Provide a staff member to assist LISD students with questions and information about TTU's offerings and requirements for degree programs offered online, at regional sites, and the Lubbock campus.
5. Market TTU to students per its policies.
6. Comply with all applicable LISD policies and procedures, including criminal history review.

## **III. JOINT RESPONSIBILITIES**

1. Both Parties will safeguard student information in compliance with Family Education Rights and Privacy Act ("FERPA") regulations.

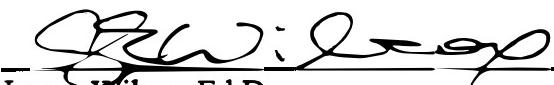
2. The Parties will work toward developing a formal articulation agreement for future joint program offerings at LISD.
3. This MOU is subject to annual review but will remain as stated until such time as TTU and LISD authorize a change in the MOU by mutual written consent.

## V. MISCELLANEOUS

1. This MOU will be constructed under and in accordance with the laws of the State of Texas and venue for any legal proceeding will be Lubbock County, Texas.
2. This MOU will begin on the Effective Date and will remain in effect for five (5) years. Either Party may terminate this MOU for any reason upon prior written notice to the other Party of its intention to do so at least one hundred and twenty (120) days prior to the desired date of termination. In the event that this MOU is terminated, appropriate arrangements will be made to allow students already admitted to relevant programs to complete their programs of study. . In the event the contract is renewed, GISD reserves the continuing right of the Board of Trustees to terminate the contract at the expiration of each budget period during the term of this contract. This right is conditioned on a best effort attempt by GISD to obtain and appropriate funds for payment of the contract. This clause is necessary to comply with Local Government Code Section 271.903.

The UNDERSIGNED PARTIES certify (1) the responsibilities specified above are properly within the statutory functions and programs of Parties and (2) the Parties are legally authorized to perform the required duties of this MOU.

LONGVIEW INDEPENDENT  
SCHOOL DISTRICT

  
James Wilcox Ed.D.  
Superintendent

TEXAS TECH UNIVERSITY

Signature:   
Jennifer Adling (Jun 14, 2019)  
Email: jennifer.adling@ttu.edu

Jun 14, 2019

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Date of signature

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Date of signature

# Longview ISD #C14284Signed

Final Audit Report

2019-06-14

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